



# புதுச்சேரி மாநில அரசிதழ்

## La Gazette de L'État de Poudouchéry

### The Gazette of Puducherry

#### PART - I

சிறப்பு வெளியீடு

EXTRAORDINAIRE

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அதிகாரம் பெற்ற  
வெளியீடு

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No.	Puducherry	Friday	3rd	March	2017

#### GOVERNMENT OF PUDUCHERRY SOCIAL WELFARE SECRETARIAT

(G. O. Ms. No. 07, Puducherry, dated 28th February 2017)

#### NOTIFICATION

Whereas, a list of posts were identified by the Social Welfare Department, for providing 3% reservation to Persons with Disabilities in 22 Government Departments of this Administration in accordance with the provisions of the Persons with Disability Act, 1995 (Act 1 of 1996) and notified in G. O. Ms. No. 4, dated 2-12-2016 of the Social Welfare Secretariat and published in the Gazette of Puducherry, Extraordinary Part-I, No. 168, dated 20-12-2016.

And whereas, in furtherance posts in 14 Departments are identified and enlisted in the Annexure appended to this order.

Accordingly, the Hon'ble Lieutenant-Governor, Puducherry hereby orders that 3% reservation shall be provided to the Persons with Disabilities in the posts identified thereof. The other statutory conditions as mandated under the Act remains unaltered without prejudice to the earlier notification.

(By order of the Lieutenant-Governor)

**R. MEENAKUMARI,**  
Under Secretary to Government (Welfare).

No. 336035/3/2004-Estt.(Res.)

GOVERNMENT OF INDIA  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS  
DEPARTMENT OF PERSONNEL & TRAINING

\*\*\*\*\*

New Delhi, Dated the 29<sup>th</sup> December, 2005

**OFFICE MEMORANDUM**

Subject- Reservation for the Persons with Disabilities.

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With a view to consolidating the existing instructions, bringing them in line with the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and clarifying certain issues including procedural matters, the following instructions are issued with regard to reservation for persons with disabilities (physically handicapped persons) in posts and services under the Government of India. These instructions shall supercede all previous instructions issued on the subject so far.

2. **QUANTUM OF RESERVATION**

- (i) Three percent of the vacancies in case of direct recruitment to Group A, B, C and D posts shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability;
- (ii) Three percent of the vacancies in case of promotion to Group D, and Group C posts in which the element of direct recruitment, if any, does not exceed 75%, shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability.

3. **EXEMPTION FROM RESERVATION :** If any Department / Ministry considers it necessary to exempt any establishment partly or fully from the provision of reservation for persons with disabilities, it may make a reference to the Ministry of Social Justice and Empowerment giving full justification for the proposal. The grant of exemption shall be considered by an Inter-Departmental Committee set up by the Ministry of Social Justice and Empowerment.

4. **IDENTIFICATION OF JOBS / POSTS:** The Ministry of Social Justice and Empowerment have identified the jobs / posts suitable to be held by persons with disabilities and the physical requirement for all such jobs / posts vide their notification no. 16-25/99.NI.I dated 31.5.2001. The jobs / posts given in Annexure II of the said notification as amended from time to time shall be used to give effect to 3 per cent reservation to the persons with disabilities. It may, however, be noted that:

- (a) The nomenclature used for any job / post shall mean and include nomenclature used for other comparable jobs / posts having identical functions.
- (b) The list of jobs / posts notified by the Ministry of Social Justice & Empowerment is not exhaustive. The concerned Ministries / Departments shall have the discretion to identify jobs / posts in addition to the jobs / posts already identified by the Ministry of Social Justice & Empowerment. However, no Ministry / Department / Establishment shall exclude any identified job / post from the purview of reservation at its own discretion.
- (c) If a job/ post identified for persons with disabilities is shifted from one group or grade to another group or grade due to change in the pay-scale or otherwise, the job/ post shall remain identified.

5. **RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES:** If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 3% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible. It shall, however, be ensured that reservation in different posts in the establishment is distributed in such a way that the persons of three categories of disabilities, as far as possible, get equal representation.

6. **APPOINTMENT AGAINST UNRESERVED VACANCIES:** In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disability of the relevant category.

7. **ADJUSTMENT OF CANDIDATES SELECTED ON THEIR OWN MERIT :** Persons with disabilities selected on their own merit without relaxed

standards alongwith other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in case of direct recruitment as well as promotion, wherever reservation for persons with disabilities is admissible.

8. **DEFINITIONS OF DISABILITIES** : Definitions of categories of disabilities for the purpose of this Office Memorandum are given below:

(i)(a) **Blindness**: "Blindness" refers to a condition where a person suffers from any of the following conditions, namely:-

- (i) total absence of sight; or
- (ii) visual acuity not exceeding 6/60 or 20/200(snellen) in the better eye with correcting lenses; or
- (iii) limitation of the field of vision subtending an angle of 20 degree or worse;

(b) **Low vision**: "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

(ii) **Hearing Impairment**:- "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

(iii)(a) **Locomotor disability** : "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(b) **Cerebral Palsy** :- "Cerebral Palsy" means a group of non-progressive conditions of a person characterised by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

(c) All the cases of orthopaedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy."

9. **DEGREE OF DISABILITY FOR RESERVATION :** Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority in the format given in **Annexure-I**.

10. **COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE** :- The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central / State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral / visual / hearing disability, as the case may be.

11. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

12. At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

13. **COMPUTATION OF RESERVATION:** Reservation for persons with disabilities in case of Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in all Group C or Group D posts, as the case may be, in the establishment, although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for the persons with disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified posts under the establishment. The same procedure shall apply for Group 'D' posts. Similarly, all vacancies in promotion quota shall be taken into account while computing reservation in promotion in Group 'C' and Group 'D' posts. Since reservation is limited to identified posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified posts as well as unidentified posts), it is possible that number of persons appointed by reservation in an identified post may exceed 3 per cent.

14. Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

15. **EFFECTING RESERVATION – MAINTENANCE OF ROSTERS:**

(a) All establishments shall maintain separate 100 point reservation roster registers in the format given in **Annexure II** for determining / effecting reservation for the disabled – one each for Group 'A' posts filled by direct recruitment, Group 'B' posts filled by direct recruitment, Group 'C' posts filled by direct recruitment, Group 'C' posts filled by promotion, Group 'D' posts filled by direct recruitment and Group 'D' posts filled by promotion.

(b) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into three blocks, comprising the following points:

1<sup>st</sup> Block – point No.1 to point No.33

2<sup>nd</sup> Block – point No. 34 to point No.66

3<sup>rd</sup> Block – point No.67 to point No.100

(c) Points 1, 34 and 67 of the roster shall be earmarked reserved for persons with disabilities – one point for each of the three categories of disabilities. The head of the establishment shall decide the categories of disabilities for which the points 1, 34 and 67 will be reserved keeping in view all relevant facts.

(d) All the vacancies in Group C posts falling in direct recruitment quota arising in the establishment shall be entered in the relevant roster register. If the post falling at point no. 1 is not identified for the disabled or the head of the establishment considers it desirable not to fill it up by a disabled person or it is not possible to fill up that post by the disabled for any other reason, one of the vacancies falling at any of the points from 2 to 33 shall be treated as reserved for the disabled and filled as such. Likewise a vacancy falling at any of the points from 34 to 66 or from 67 to 100 shall be filled by the disabled. The purpose of keeping points 1, 34 and 67 as reserved is to fill up the first available suitable vacancy from 1 to 33, first available suitable vacancy from 34 to 66 and first available suitable vacancy from 67 to 100 by persons with disabilities.

(e) There is a possibility that none of the vacancies from 1 to 33 is suitable for any category of the disabled. In that case two vacancies from 34 to 66 shall be filled as reserved for persons with disabilities. If the vacancies from 34 to 66 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 67 to 100. This means that if no vacancy can be reserved in a particular block, it shall be carried into the next block.

- (f) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.
- (g) If the number of vacancies in a year is such as to cover only one block or two, discretion as to which category of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.
- (h) A separate roster shall be maintained for group C posts filled by promotion and procedure as explained above shall be followed for giving reservation to persons with disabilities. Likewise two separate rosters shall be maintained for Group D posts, one for the posts filled by direct recruitment and another for posts filled by promotion.
- (i) Reservation in group A and group B posts is determined on the basis of vacancies in the identified posts only. Separate rosters for Group A posts and Group B posts in the establishment shall be maintained. In the rosters maintained for Group A and Group B posts, all vacancies of direct recruitment arising in identified posts shall be entered and reservation shall be effected the same way as explained above.

**16. INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:**

- (a) Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Ministry of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.
- (b) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.
- (c) In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability. If the

vacancy is filled by a person with disability of the category for which it was reserved or by a person of other category of disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

17. In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the disabled candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the relatively later carried forward reservation would be further carried forward.

**18. CONSIDERATION ZONE, INTERSE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF PROMOTION**

(a) While filling up the reserved vacancies by promotion by selection, the disabled candidates who are within the normal zone of consideration shall be considered for promotion. Where adequate number of disabled candidates of the appropriate category of handicap are not available within the normal zone, the zone of consideration may be extended to five times the number of vacancies and the persons with disabilities falling within the extended zone may be considered. In the event of non availability of candidates even in the extended zone, the reservation can be exchanged so that post can be filled by a person with other category of disability, if possible. If it is not possible to fill up the post by reservation, the post may be filled by a person other than a person with disability and the reservation shall be carried forward for upto three subsequent recruitment years, whereafter it shall lapse.

(b) In posts filled by promotion by non-selection, the eligible candidates with disabilities shall be considered for promotion against the reserved vacancies and in case no eligible candidate of the appropriate category of disability is available, the vacancy can be exchanged with other categories of disabilities identified for it. If it is not possible to fill up the post by reservation even by exchange, the reservation shall be carried forward for upto three subsequent recruitment years whereafter it shall lapse.

**19. HORIZONTALITY OF RESERVATION FOR PERSONS WITH DISABILITIES:** Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such

as persons with disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the persons with disabilities and out of two persons with disabilities appointed, one belongs to a Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

20. Since the persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/ General in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with disabilities to indicate whether they belong to SC/ST/OBC or General category.

21. **RELAXATION IN AGE LIMIT :**

- (i) Upper age limit for persons with disabilities shall be relaxable (a) by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'C' and Group 'D' posts; (b) by 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (c) by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group A and Group B posts through open competitive examination.
- (ii) Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

22. **RELAXATION OF STANDARD OF SUITABILITY:** If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for persons with disabilities cannot be filled on the basis of general standards, candidates belonging to this category may be taken by relaxing the standards to make up

the deficiency in the reserved quota subject to the fitness of these candidates for appointment to the post / posts in question.

23. **MEDICAL EXAMINATION:** As per Rule 10 of the Fundamental Rules, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with disability for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with disability of the relevant category and the candidate shall then be examined medically keeping this fact in view.

24. **EXEMPTION FROM PAYMENT OF EXAMINATION FEE AND APPLICATION FEE:** Persons with disabilities shall be exempt from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Staff Selection Commission, the Union Public Service Commission etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the disabled persons) and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability.

25. **NOTICE OF VACANCIES :** In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, the following points shall be kept in view while sending the requisition notice to the Employment Exchange, the SSC, the UPSC etc. and while advertising the vacancies:-

- (i) Number of vacancies reserved for SCs/STs/OBCs/Ex-Servicemen/ Persons suffering from Blindness or Low Vision/Persons suffering from Hearing Impairment/Persons suffering from Locomotor Disability or Cerebral Palsy should be indicated clearly.
- (ii) In case of vacancies in posts identified suitable to be held by persons with disability, it shall be indicated that the post is identified for persons with disabilities suffering from blindness or low vision; hearing impairment; and/or locomotor disability or cerebral palsy, as the case may be, and that the persons with disabilities belonging to the category/categories for which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidates will be considered for selection for appointment to the post by general standards of merit.
- (iii) In case of vacancies in posts identified suitable for persons with disabilities, irrespective of whether any vacancies are reserved or

- (iv) not, the categories of disabilities viz blindness or low vision, hearing impairment and locomotor disability or cerebral palsy, for which the post is identified suitable alongwith functional classification and physical requirements for performing the duties attached to the post shall be indicated clearly.
- (v) It shall also be indicated that persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

26. **CERTIFICATE BY REQUISITIONING AUTHORITY :** In order to ensure proper implementation of the provisions of reservation for persons with disabilities, the requisitioning authority while sending the requisition to the UPSC, SSC etc. for filling up of posts shall furnish the following certificate to the recruiting agency:-

“It is certified that the requirements of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and the policy relating to reservation for persons with disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no. .... of cycle no. .... of 100 point reservation roster out of which ..... number of vacancies are reserved for persons with disabilities.”

27. **ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH DISABILITIES :**

(i) Soon after the first of January of every year, each appointing authority shall send to its administrative Ministry/Department:-

- (a) PWD Report-I in the prescribed proforma (Annexure III) showing the total number of employees, total number of employees in the posts which have been identified suitable for persons with disabilities and number of employees suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy as on the 1<sup>st</sup> January of the year, and
- (b) PWD Report-II in the prescribed proforma (Annexure IV) showing the number of vacancies reserved for persons suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy and number of such persons actually appointed during the preceding calendar year.

(ii) The administrative Ministry/Department shall scrutinize the information received from all appointing authorities under it and send consolidated PWD Report-I and PWD Report- II in prescribed proformae in respect of the Ministry/Department including information in respect of all attached and

subordinate offices under its control to the Department of Personnel and Training by the 31<sup>st</sup> March of each year.

(iii) The following points may be kept in view while sending the reports to the Department of Personnel & Training:-

- (a) The reports sent to the DOPT should not include information in respect of public sector undertakings, statutory, semi-Government and autonomous bodies. Statutory, semi-Government and autonomous bodies shall furnish consolidated information in the prescribed proforma to the administrative Ministry/Department concerned who may scrutinize, monitor and maintain it at their own level. The Department of Public Enterprises may collect similar information in respect of all public sector undertakings.
- (b) The attached/subordinate offices shall send information to their administrative Ministry/Department only and shall not send it direct to this Department.
- (c) The figures in respect of persons with disabilities shall include persons appointed by reservation as well as appointed otherwise.
- (d) The PWD Report I relates to persons and not to posts. Therefore, while furnishing this report the posts vacant etc. should not be taken into account. In this report persons on deputation should be included in the establishment of the borrowing Ministry/Department/Office and not in the parent establishment. Persons permanent in one grade but officiating or holding temporary appointment in the higher grade shall be included in the figures relating to the Class of service to which the higher grade belongs.

28. **LIAISON OFFICER FOR PERSONS WITH DISABILITIES :** Liaison Officers appointed to look after reservation matters for SCs/STs shall also work as Liaison Officers for reservation matters relating to persons with disabilities and shall ensure compliance of these instructions.

29. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.

K.G. VERMA,

Deputy Secretary to Government of India.

**ANNEXURE I****NAME & ADDRESS OF THE INSTITUTE / HOSPITAL**

Certificate No. \_\_\_\_\_ Date \_\_\_\_\_

**DISABILITY CERTIFICATE**

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.
--

This is certified that Shri / Smt / Kum \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ age \_\_\_\_\_  
sex \_\_\_\_\_ identification mark(s) \_\_\_\_\_ is suffering from  
permanent disability of following category:

**A. Locomotor or cerebral palsy:**

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach  
(b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic
- (v) OA-One arm affected (a) Impaired reach  
(b) Weakness of grip  
(c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision:**

- (i) B-Blind
- (ii) PB-Partially Blind

## C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of \_\_\_\_\_ years \_\_\_\_\_ months.\*

3. Percentage of disability in his/her case is ..... percent.

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

- |  |        |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing.     | Yes/No |
| (iii) L-can perform work by lifting.                 | Yes/No |
| (iv) KC-can perform work by kneeling and crouching.  | Yes/No |
| (v) B-can perform work by bending.                   | Yes/No |
| (vi) S-can perform work by sitting.                  | Yes/No |
| (vii) ST-can perform work by standing.               | Yes/No |
| (viii) W-can perform work by walking.                | Yes/No |
| (ix) SE-can perform work by seeing.                  | Yes/No |
| (x) H-can perform work by hearing/speaking.          | Yes/No |
| (xi) RW-can perform work by reading and writing.     | Yes/No |

(Dr. \_\_\_\_\_)  
Member  
Medical Board

(Dr. \_\_\_\_\_)  
Member  
Medical Board

(Dr. \_\_\_\_\_)  
Chairperson  
Medical Board

Countersigned by the  
Medical Superintendent / CMO/Head of  
Hospital (with seal)

\*Strike out which is not applicable.

**ANNEXURE -II**  
**RESERVATION ROSTER FOR PERSONS WITH DISABILITIES**

Year of Recruitment	Cycle No. and Point No.	Name of Post	Whether identified suitable for Persons with Disabilities suffering from			Unreserved or Reserved *	Name of the person appointed and date of appointment	Whether the person appointed is VH/HH/OH or None **	Remarks, if any.
			VH	HH	OH				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

\* If identified reserved, write VH/HH/OH, as the case may be, otherwise write UR

\*\* Write VH, HH, OH or None, as the case may be.

\*\*\* VH, HH, OH stand for visually handicapped, Hearing Handicapped and Orthopaedically Handicapped.

ANNEXURE IIIPWD Report I

**ANNUAL STATEMENT SHOWING THE REPRESENTATION OF THE PERSONS  
WITH DISABILITIES IN SERVICES  
(As on 1<sup>ST</sup> January of the year)**

**MINISTRY / DEPARTMENT  
ATTACHED / SUBORDINATE OFFICE:**

Group	Number of Employees				
	Total	In Identified posts	VH	HH	OH
1	2	3	4	5	6
Group A					
Group B					
Group C					
Group D					
Total					

**Note:** (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)  
(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)  
(iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

ANNEXURE IVPWD REPORT II

## STATEMENT SHOWING THE NUMBER OF PERSONS WITH DISABILITIES APPOINTED DURING THE YEAR

(For the Year \_\_\_\_\_)

MINISTRY / DEPARTMENT  
ATTACHED / SUBORDINATE OFFICE:

GROUP	DIRECT RECRUITMENT								PROMOTION							
	No. of vacancies reserved				No. of Appointments Made				No. of vacancies reserved				No. of Appointments Made			
	VH	HH	OH	Total	In Identified Posts	VH	HH	OH	VH	HH	OH	Total	In Identified Posts	VH	HH	OH
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Group A									NIL	NIL	NIL					
Group B									NIL	NIL	NIL					
Group C																
Group D																

**Note:** (i) VH stands for Visually Handicapped (persons suffering from blindness or low vision)

(ii) HH stands for Hearing Handicapped (persons suffering from hearing impairment)

(iii) OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

(iv) There is no reservation for persons with disabilities in case of promotion to Group A and B posts. However, persons with disabilities can be promoted to such posts, provided the concerned post is identified suitable for persons with disabilities.

No. 36035/8/2003-Estt(Res)  
Government of India  
Ministry of Personnel, P.G & Pensions  
Department of Personnel & Training

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New Delhi  
Dated the 26<sup>th</sup> April, 2006

**OFFICE MEMORANDUM**

**Sub: Reservation for the Persons with Disabilities.**

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The undersigned is directed to say that the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 which came into existence on 1.1.1996 provides for reservation for persons with disability in the posts identified for three categories of disabilities namely (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy. Instructions have also been issued by this Department for providing reservation for such persons. In spite of the Act and the instructions of this Department, vacancies were not earmarked reserved or were not filled by reservation in some establishments.

2. The matter has been considered carefully and it has been decided that reservation for persons with disabilities should be implemented in right earnest and there should be no deviation from the scheme of reservation, particularly after the Act came into effect. In order to achieve this objective, all the establishments should prepare the reservation roster registers as provided in this Department's O.M. No. dated 36035/3/2004-Estt(Res) dated 29.12.2005 starting from the year 1996 and reservation for persons with disabilities be earmarked as per instructions contained in that OM. If some or all the vacancies so earmarked had not been filled by reservation and were filled by able bodied persons either for the reason that points of reservation had not been earmarked properly at the appropriate time or persons with disabilities did not become available, such unutilized reservation may be treated as having been carried forward to the first recruitment year occurring after issue of this O.M. and be filled as such. If it is not possible to fill up such reserved vacancies during the said recruitment year, reservation would be carried forward for further two years, whereafter it may be treated as lapsed.

3. It has been observed that some recruiting agencies declare in their advertisements that blind / partially blind candidates need not apply and that separate examinations would be conducted for visually handicapped candidates.

Attention is invited to para 7 of this Department's O.M. No. 36035/3/2004-Estt(Res) dated 29.12.2005 which provides that persons with disabilities selected on their own merit will not be adjusted against the reserved share of vacancies. It means that persons with disabilities who are selected on their own merit have to be adjusted against the unreserved vacancies and reservation has to be given in addition. If visually handicapped candidates or any other category of handicapped candidates are debarred from applying on the ground that a separate examination would be conducted for them, chances of handicapped candidates being selected on their own merit would be eliminated. Thus debarring of any category of handicapped candidates in the above manner is against the provisions contained in the aforesaid O.M. It is, therefore, requested that persons with disabilities should not be debarred from applying for the posts identified suitable for them and should be provided opportunity to compete for the unreserved vacancies as well by holding a common examination.

4. Contents of this O.M. may be brought to the notice of all concerned.

K.G. VERMA,  
Deputy Secretary to Government of India.

**IMMEDIATE/COURT MATTER**

No.36012/24/2009-Estt(Res)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi.  
Dated the 3<sup>rd</sup> December 2013

**OFFICE MEMORANDUM**

**Subject: Reservation for persons with disabilities- Computation of reservation- implementation of the judgement of Hon'ble Supreme Court in the matter of Union of India & Anr. Vs. National Federation of Blind & Ors.**

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The undersigned is directed to refer to this Department's OM No.36035/3/2004-Estt.(Res) dated 29.12.2005, a copy of which is enclosed for ready reference, through which this Department had issued consolidated instructions regarding reservation for persons with disabilities. The instructions were in consonance with the provisions of the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995.

2. Para 13 of the Office Memorandum of 29.12.2005 provides that reservation for persons with disabilities in case of direct recruitment as well as promotion for Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in Group C and Group D posts as the case may be in the establishment although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. Para 14 of the said O.M. provides that Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

3. The Hon'ble Supreme Court in its judgement dated 8.10.2013 in the matter of Civil Appeal No.9096 of 2013 (arising out of SLP (Civil) No.7541 of 2009) titled Union of India & Anr. Vs. National Federation of Blind & Ors. has, inter-alia, held :

"Thus, after thoughtful consideration, we are of the view that the computation of reservation for persons with disabilities has to be computed in case of Group A, B, C and D posts in an identical manner viz., "computing 3% reservation on total number of vacancies in the cadre strength" which is the intention of the legislature."

4. The Hon'ble Supreme Court has, inter alia, directed that the following action be taken in order to ensure proper implementation of the reservation policy for the disabled and to protect their rights:-

(i) to issue an appropriate order modifying the O.M. dated 29.12.2005 and the subsequent O.Ms consistent with this Court's Order within three months from the date of passing of the judgment.

(ii) the "appropriate Government" to compute the number of vacancies available in all the "establishments" and further identify the posts for disabled persons within a period of three months from today and implement the same without default.

(iii) the DoPT shall issue instructions to all the departments/public sector undertakings/Government companies declaring that the non observance of the scheme of reservation for persons with disabilities should be considered as an act of non-obedience and Nodal Officer in department/public sector undertakings/Government companies, responsible for the proper strict implementation of reservation for person with disabilities, be departmentally proceeded against for the default.

5. Keeping in view the directions of the Hon'ble Supreme Court, Para 14 of the OM dated 29.12.2005 is modified to the following extent:

"Reservation for persons with disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in all the Group A posts or Group 'B' posts respectively, in the cadre."

6. Other provisions of the OM viz. quantum of reservation, horizontality of reservation, effecting reservation and maintenance of rosters etc. would remain the same.

7. All the Ministries/Departments/Organisations of the Government of India are requested to compute the number of vacancies available in all the cadres under their control including attached offices, subordinate offices, public sector undertakings, Government companies, cantonment Board etc. in the aforesaid manner and further identify the posts for disabled persons within a period of three months from the date of the judgement of the Hon'ble Supreme Court (i.e. 8.10.2013) and implement the same without default.

8. This is for strict compliance in accordance with the directions of the Hon'ble Supreme Court in respect of all the Ministries/Departments including their Public Sector Undertakings/Government companies, Cantonment Boards etc. Non-observance of the provisions of reservation for persons with disabilities shall be considered as an act of disobedience and the Nodal Officer concerned in Department/Public Sector Undertaking/Government company, responsible for the proper strict implementation of reservation for person with disabilities, be departmentally proceeded against for the default.

G. SRINIVASAN,  
Deputy Secretary to Government of India.  
Tel. No. 23093074.

**Annexure**

<b><u>Abbreviation for columnne (4) :</u></b>	<b><u>Abbreviation for columnne (5) :</u></b>
S = Sitting	OA = One Arm
ST = Standing	BA = Both Arms
W = Walking	OAL = One Arm & One Leg
BN = Bending	BLA = Both Legs & Arms
CRL = Crawling	BLOA = Both Legs & One Arm
CL = Climbling	OL = One Leg
JU = Jumping	BL = Both Legs
L = Lifting	CP = Cerebral Palsy
KC = Kneeling & Croutching	LC = Leprosy Cured
RW = Reading & Writing	OH = Orthopedically Impaired
MF = Manipulation by Finger	VH = Visually Impaired
PP = Pulling & Pushing	B = Blind
SE = Seeing	LV = Low Vision
C = Communication	HH = Hearing Impaired
H = Hearing	

Sl.No.	DEPARTMENT
1	DEPARTMENT OF DRUGS AND CONTROL
2	DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
3	DIRECTORATE OF ECONOMIC & STATISTICS
4	ELECTRICITY DEPARTMENT
5	HIGHER AND TECHNICAL EDUCATION
6	INFORMATION AND PUBLICITY
7	LABOUR DEPARTMENT
8	LEGISLATIVE ASSEMBLY
9	LOCAL ADMINISTRATION DEPARTMENT
10	PLANNING AND RESEARCH DEPARTMENT
11	PORT DEPARTMENT
12	RURAL DEVELOPMENT DEPARTMENT
13	TOURISM DEPARTMENT
14	TRANSPORT DEPARTMENT

## ANNEXURE - I

## POST IDENTIFIED TO BE RESERVED FOR PERSONS WITH DISABILITIES

## POST IDENTIFIED TO BE SERVED FOR PERSONS WITH DISABILITIES ( OH including CP &amp; LC, VH and HH )

Sl. No	Group	Designations	Physical Requirement	Categories of Disabled suitable for jobs	Nature of work performed	Working condition / Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

## I. DEPARTMENT OF DRUGS AND CONTROL

1	Group B	Assistant Commissioner	S, ST, W, BN, RW, PP, SE, C, H	OA, OL	Issue of Drugs Fresh licenses to retail, Wholesale outlets and manufacturing units. Issue of various certificate related to manufacturing units. To make vigil to spot out the spurious drugs, Not standard Quality Drugs. To make review of defects noticed during inspection. To take appropriate action to misbranded, adulterated and NSQ drugs. To examine and order for prosecution against offender. To examine the complaint filed by the public related to drugs.	Possess Knowledge in computer for licensing through online. The duty involves both indoor and outdoor. Normal Physique is required.
2	Group B	Drugs Inspector			Inspection regarding issue of drugs licenses to retail/Wholesale/ manufacturing units. To inspect, verify and prepare of documents regarding issue of various certificates. To frequent inspection to spot out the spurious drugs, NSQ drugs. To make joint inspection regarding the issue of licenses to inspection regarding the issue of licenses to Blood Banks. To draw drugs sample for analysis. To file prosecution	Possess Knowledge in computer for licensing through online. The duty involves both indoor and outdoor. Normal / good Physique is required.

							against the offender. To scrutinize the application towards the grant of application
II. DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS							
1	Group B	Superintendent	S, ST, W, RW, SE, H, C	OA, OL, OLA, BL, BLOA, B, LV, HH	They organise and control all clerical work in the office, mark the date, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline in administrative matters including cases of Earned Leave. In subordination, arrangement of office accommodation furniture, office equipments etc. Prepare briefs of important administrative matters and Parliamentary questions, attend Departmental meetings	The work is performed mostly inside. He usually works alone though interaction with subordinates is actively required. The work place is well lighted. It does not involve any hazards. Incumbents of OH & HH category should be considered. The incumbents of VH category should be considered with appropriate software and other appliances support.	
2	Group B	Senior Private Secretary	S, ST, BN, RW, SE, H, C	OL, BL, OA, B, LV	They take dictations in shorthand and transcribe them using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date and place of meetings and other engagement for employer or superior. Remind employer or superior of engagements and accompany him if require. Attend to routine enquiries in person in writing or over phone. Receive visitors and arrange their interviews with superiors. Keep important and confidential records. May attend to routine correspondence on behalf of employer.	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved. Bilateral hand activities should be adequate. The incumbents of HH category should have communications skills with hearing aids & devices supports. The incumbents of VH category should be considered with appropriate software and other devices support.	
3	Group B	Private Secretary	S, ST, BN, RW, SE, H, C	OL, BL, OA, B, LV	They take dictations in shorthand and transcribe them using typewriter. Receive and open mail and submit it to superiors for information and further action. Maintain diary to note time, date and place of meetings and other engagement for employer or superior. Remind employer or	The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved. Bilateral hand activities should be adequate. The incumbents of HH category should have communications	

				superior of engagements and accompany him if require. Attend to routine enquiries in person in writing or over phone. Receive visitors and arrange their interviews with superiors. Keep important and confidential records. May attend to routine correspondence on behalf of employer.	skills with hearing aids & devices supports. The incumbents of VH category should be considered with appropriate software and other devices support.
4	Group B	Steno Grade-I	S, ST, BN, RW, SE, H, C	OL, BL, OA, B, LV	<p>The work is performed inside in well lighted rooms. The worker works alone. No hazards are involved.</p> <p>Bilateral hand activities should be adequate. The incumbents of HH category should have communications skills with hearing aids &amp; devices supports. The incumbents of VH category should be considered with appropriate software and other devices support.</p>
5	Group B	Assistant	S, ST, W, RW, H, C	OA, OL, BL, OAL, B, LV, HH	<p>The work is mostly performed inside. The worker works alone as well in a group. Bilateral hand activities of the person should be adequate. Should be able to accomplish assigned task efficiently. The incumbent should be considered with aids and appliances</p> <p>Prepares notes, drafts memoranda and summaries quoting precedents, references, rules, etc. Draws out reports, statements and attends to correspondence. Assists superior in disposal of complicated or important cases. Makes entries in register regarding nature and number of papers received by him for disposal. Studies letters and correspondence and links connected papers on subject. Prepares brief notes, reports or draft replies quoting precedent, rules, regulations and existing orders, if any, puts them to superior for consideration. Keeps watch over movement of files. Supervises work of subordinates and assists them in disposal of case correctly and expeditiously. Maintains prescribed registers. May do his own typing. May handle cash and maintain accounts. May prepare budget, bills and other statements.</p>

6	Group C	U.D.C	S, ST, W, MF, SE, RW, C	OA, OL, BL, OAL, B, LV, HH	Office Assistant; Senior Clerk prepares notes, drafts memoranda and summaries quoting precedents, references, rules, etc. Draws out reports, statements and attends to correspondence. Assists superior in disposal of complicated or important cases. Makes entries in register regarding nature and number of papers received by him for disposal. Studies letters and correspondence and links connected papers on subject. Prepares brief notes, reports or draft replies quoting precedent, rules, regulations and existing orders, if any, puts them to superior for consideration. Keeps watch over movement of files. Supervises work of subordinates and assists them in disposal of case correctly and expeditiously. Maintains prescribed registers. May do his own typing. May handle cash and maintain accounts	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. Should have functional communication skills. The incumbent should be considered with aids and appliances.
7	Group C	L.D.C	S, ST, W, MF, SE, RW, C	OA, OL, BL, OAL, B, LV, HH	Clerk, General performs variety of clerical duties such as maintenance of records, receipts and dispatch of work, routine correspondence, tabulating data, preparing production schedules, wage bills, and insurance and provident fund accounts, keeping a record of issue and receipt of library books, maintaining record of incoming and outgoing railway wagons and carriages, booking and delivering of goods, maintaining auction accounts, calculating and releasing octroi, attending to clerical duties of court, allocating and supervising work of process serving staff, receiving applications for granting arms licenses, doing clerical work for legal practitioner, copying and comparison work etc.,	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. Should have functional communication skills. The incumbent should be considered with aids and appliances.
8	Group C	Steno Grade-II	S, ST, W, L, MF, SE, RW, H, C	OA, OL, BL, OAL, B, LV, HH	Stenographers; Steno-typist records dictations in shorthand and transcribe them in typewritten form. Takes dictation in shorthand. Transcribe dictated material from note book, using typewriter.	The work is mostly performed inside .The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate.

				Compares typed matter and submits them to superiors.	Should have functional communication skills with aids and devices. The incumbent should be considered with aids and appliances.
9	Group-C	Tractor Driver Grade-I	S, ST, BN, KC, SE  OL, HH	Tractor Driver operates and services farm tractor having different attachment for ploughing, harrowing, harvesting and other agricultural operations, checks different parts of tractor to ensure that it is in proper working order. Collects, attaches and adjust special equipment, required for different operations of tractor. Controls operation of different attachments including turning of wheels by operating levers and pedals as required. Tows trailers laden with crops and other materials when required. Cleans and oils machine. Maintains tractor and other implements in good working order and keeps record of fuel consumption. May supervise work of helpers. May detect mechanical defects and undertake minor repairs.	The work is performed outside. Mobility of the person should not be restricted. Should have functional communications skills with aids and devices. He should be able to perform assigned task efficiently. The incumbent should be considered with aids and appliances.
10	Group-C	Tractor Driver Grade-II			
11	Group-C	Tractor Driver Grade-III			
12	Group-C	Record Clerk/keeper	S, ST, W, MF, SE, RW, C  OA, OL, BL OAL, B, LV, HH	Clerk, generally performs variety of clerical duties such as maintenance of records, receipt and dispatch of dark, routine correspondence, tabulating data, preparing production schedules, wage bills, and insurance and provident fund accounts, keeping record of issue and receipt of library books, maintaining record of incoming and outgoing railway wagons and carriages, booking and delivering of goods, maintaining auction accounts, calculating and releasing octroi, attending to clerical duties of court, allocating and supervising work of process serving staff, receiving applications for granting arms licenses, doing clerical work for legal practitioner, copying and comparison work, etc.	The work is mostly performed inside as well as outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. Should have functional communication skills. The incumbent should be considered with aids and appliances.

13	Group-C	Telephone operator	S, ST, W, MF, SE, H, C	OA, OL, BL, B, LV	Operates telephone switch board to establish telephone connections of subscribers for local calls. Watches calling indications on switch board. Inserts answering plug in corresponding jack, depresses speak key and attends calling indication by saying "Number Please". Repeats number called to subscriber for confirmation. Watches switch board plugs and informs caller if required number is engaged. Inserts calling plug in required jack, if free, and puts through call. Watches indication of finishing call and draws out plugs on noticing clearance. May work on trunk, P.B.X and special services	The work is mostly performed inside. The worker usually works alone. Bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances.
14	Group-C	MTS (General)	S, ST, BN, W, SE, H, RW, C	OA, OL, OAL, BL, B, LV, H, C	Maintenance of diary/dispatch/movement registers including entry in computer and physical maintenance of records, submission of periodical statement of routine nature like absentee statement etc., preparation and submission of indents with the approval of Supervisor, copying and sending of fax messages, delivery of dark within and outside the building, watch and ward/caretaker duties, opening and closing of rooms, general cleanliness and upkeep of section/unit/office including dusting of furniture, cleaning of building, rooms, fixtures, etc., other non-clerical works in the section/unit, driving of vehicles, if in possession of valid driving license, sale of postage stamps/stationery, assistance in booking of registered/parcel and speed post articles, receipt and dispatch of mails including preparation of mail/ registered/ parcel lists, preparation of delivery lists for registered articles/money orders, scanning of speed post bags/articles and its uploading on the speed net or any other software dealing with the processing of speed post articles	Appropriate computer software and aids and appliances to be used as per needs. Mobility and bilateral hand activities should be adequate. Should have functional communication skills with aids & devices. The incumbent should be able to accomplish assigned task efficiently with aids & appliances.

					or similar other activity, assistance in sorting of mails, exchange of mails, letter box clearance etc., and handling customer enquiries.				The work is performed mostly outside. The job may require standing/roaming for long hours and running. The incumbent should be considered with aids and appliances.
15	Group-C	MTS (Security)	S, ST, W, PP, L, BN, KC, M, F, SE, H, C	OL, BL, HH	Watchman; Chowkidar guards buildings, premises, industrial plants, ware-houses, railway goods-sheds and yards etc. against fire, theft, illegal entry and other such contingencies. Receives instructions about his duty, patrols around buildings and premises frequently, examining doors, windows and gates and ensures that they are properly secured and have not been tampered with. Watches for fire hazards, broken water pipes, presence of unauthorized persons. Reports irregularities or anything found tampered to authorities. Informs police, fire brigade in emergency. May use tell-tale watches to record inspection rounds at specified time. May attend to telephone calls, cleaning of floors, furniture and switching off lights and fans when not in use.				The work is performed mostly inside. The Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.
16	Group-C	MTS(HK)	S, ST, W, PP, L, KC, SE, C	OL, LV, HH	Cleaning the laboratories, sweeping, swiping, cleaning, bath rooms, washing floors and cleaning windows / doors etc.				
<b>III.DIRECTORATE OF ECONOMICS &amp; STATISTICS</b>									
1	Group B (Non-Gazette)	Deputy Director	S, ST, W, RW, SE, C, H	OA, OL, HH	Acting as DDO and Assist the Director/Joint Director in all technical matters in the field of Statistics.				Both indoor and outdoor

2	Group B	Statistical Inspector				Collection of data through various field visits/inspections Viz., Agriculture land, Industries etc. Compilation of data and publication of reports thereof using computer systems	Both indoor and outdoor. Mostly outdoor.
3	Group C	Field Supervisor		S, ST, W, RW, SE, C, H	OA, OL, HH		
<b>IV. ELECTRICITY DEPARTMENT</b>							
1	Group A	Superintending Engineer		S, ST, BN, W, MF, PP, L, KC, C, RW, SE	OL, HH	Head of the Department and controlling Officer for all the Officers and staff. Responsible for Administration and establishment matters. Formulation of all schemes implemented by this Department. Fixing of targets and achieving them.	Indoor & Outdoor
2	Group A	Executive Engineer		S, ST, BN, W, MF, PP, L, KC, C, RW, SE	OL, HH	Executive Engineers are the Head of Office for the respective Divisions. He can exercise financial powers as per G.F.R and D.F. P.R as Head of Office. Make arrangements for execution of works in order of priority. To arrange for shut-down approvals for carrying out maintenance/emergency works in the Distribution networks.	Indoor & Outdoor
3	Group A	Assistant Executive Engineer				Responsible for all the works in the area assigned to his charge and is responsible for the efficient discharge and management of activities in the area.	
4	Group B	Assistant Engineer		S, ST, BN, W, MF, PP, L, KC, C, RW, SE	OL, HH	Responsible for the technical standards for all works and for their methodical and economic execution. He is responsible for the designs and estimates prepared by himself or his subordinate Officers, whether they are sanctioned by him or sent up to the Executive Engineer/ Superintending Engineer or Government for sanction.	Indoor & Outdoor

4	Group B	Junior Engineer	S, ST, BN, W, MF, PP, L, KC, C, RW, SE	OL, HH	He is responsible for all the works entrusted in the area assigned to him. He is responsible for all the materials, tools and equipments entrusted to his charge, their proper custody, use and accounting. He is also responsible for attending break down, intimation is supply and any other works relates to maintenance of supply. He should take up with the Asst. Executive Engineer all technical difficulties in the execution of works or shortage of materials, holding up extension or maintenance works. He should ensure that the peak load, grouping, staggering and other restrictions in force are enforced on the power consumers strictly.	Indoor & Outdoor
5	Group C/ B*	Draughtsman	S, ST, W, BN, MF, SE, RW, C	OL, HH, BL	They are sub-ordinate staff posted in the section to help the Junior Engineer in discharging his duties. They should take instruction from the Junior Engineer or from the concerned higher authorities in discharging their duties. They should maintain utmost discipline and should behave concisely with the co-workers and public while discharging their duties.	Indoor
6	Group C	Wireman	S, ST, W, BN, L, KC, PP, MF, SE	HH, OL	They are sub-ordinate staff posted in the section to help the Junior Engineer in discharging his duties. They should take instruction from the Junior Engineer or from the concerned higher authorities in discharging their duties. They should maintain utmost discipline and should behave concisely with the co-workers and public while discharging their duties	Indoor & Outdoor
7	Group C	Helper	S, ST, BN, PP, MF, KC, L, W, SE	OL, HH	He should be assigned works like excavation of pits, trenches for cable laying, erection of poles and stringing of lines, internal electrification of building, casting of poles grill manufacturing works transformer maintenance / repairs works drawal of stores materials, repairing of meters and any other work assigned to	Indoor & Outdoor

					then by the Assistant Engineer / Junior Engineer concerned.	
8	Group C	Construction Helper	S, ST, BN, PP, MF, KC, L, W, SE	OL, HH	Trenches for cable laying, erection of poles and stringing of lines, internal electrification of building, casting of poles grill manufacturing works transformer maintenance / repairs works drawl of stores materials, repairing of meters and any other work assigned to then by the Assistant Engineer / Junior Engineer concerned.	Indoor & Outdoor
<b>V. HIGHER AND TECHNICAL EDUCATION</b>						
1	Group C	Workshop Instructor (MNGPC)	S, ST, W, BN, L, MF, PP, SE, C, H	OL, LC	Assisting in workshop activities	Work is performed inside. Mobility of the person should be adequate. The person should be able to perform assigned task efficiently.
2	Group C	Type writer Mechanic (MNGPC)	S, ST, W, BN, L, MF, PP, SE, C, H	OL, BL, LC	Repair, overhauls and reassembles typewriters and calculating machines for efficient performance. Examines machine to locate defects by manipulating all parts of typewriter or calculating machine and observing imprint of impressions on paper or calculation recorded on meters.	The work is mainly performed inside in well lighted rooms. No hazard is involved. Mobility of the person should be adequate. The incumbent should be considered with aids and appliances.
3	Group C	Motor Mechanic (MNGPC)	S, ST, W, BN, L, MF, PP, SE, C, H	OL, LC	Repairing and over hauling of motor vehicles to facilitate working.	The work is performed inside as well as outside. Mobility of the person should be adequate. Should be able to accomplish assigned task efficiently. Incumbent should be considered with aids & appliances. The work place is a well lighted and may require change of position.
4	Group C	Radio Mechanic	S, ST, W, BN, L, MF, PP, SE, C, H	OA, OAL, OL, BL, LC	Tests, repairs, services and maintains radio receiving sets in accordance with diagrams and manufacturers specifications, using hand tools and electrical measuring instrument. Removes radio cabinet from chassis and examines equipment for damaged components and loose or broken connections and wires	The work is performed inside as well as outside. Mobility of the person should be adequate. The person should be able to Accomplish assigned task efficiently. The incumbent should be considered with aids and appliances.

				either by connecting set with current supply or otherwise. Replaces defective components and parts according to specifications such as tubes (valve), condensers, transformer resistors etc. using hand tools. Makes necessary electrical connections according to diagrams and solders or tightens loose ones.	
5	Group C	Draughtsman	S, ST, W, BN, L, MF, PP, SE, C, H	OL, BL, LC, HH	<p>Prepares technical drawings from sketches, designs or data for construction. Studies notes, sketches and other engineering data to be constructed. Draws to scale drawings according to approved sketches showing plan, elevations, settings, arrangements etc. As necessary, may trace drawings and make blue prints and assist the drawing classes for Civil &amp; Mechanical Engg. Students.</p> <p>The work is performed inside in well lighted rooms as well as outside in the field. Mobility Bilateral hand activities should be adequate. Workers work alone. Incumbent may be considered with aids and appliances.</p>
6	Group C	Laboratory Assistant	S, ST, W, BN, MF, SE, RW, H, C	OA, OL	<p>Laboratory Assistant, Chemical Engineering, General conducts chemical and physical laboratory tests and makes qualitative and quantitative analysis of material for purposes such as development of new products, materials, and processing methods and for maintenance of health and safety standards, working under Biochemists; Chemists, Analytical; Chemists, Inorganic; Chemists, Organic; or Chemists, Physical. Sets up laboratory equipment and instruments, such as ovens, leaching drums, gas cylinders, kilns vacuum chambers autoclaves, pyrometers and gas analyzer. Analyses products, such as drugs, plastics, dyes and paints to determine strength, purity and other characteristics of chemical contents. Tests ores, minerals, gases and other materials for presence and percentage of elements and substance, such as Carbon, Tungsten, nitrogen, iron, gold or nickel.</p> <p>The work is performed inside as well as outside planning jobs are not hazardous. The worker works in a group on operation jobs and alone on jobs planning. Some jobs can be hazardous. The mobility and both hand activities should be adequate. Incumbent should be considered with aids &amp; appliances wherever necessary.</p>

7	Group C	Book Binder	S, BN, KC, MF, SE	OL, BL, LV, HH	Assembles printed or written pages in the form of books, magazines, ledgers, etc. Performs all or any of operations connected with book binding such as reeling, perforating, cutting, stitching, fixing covers, fixing leather or calico back and corners, embossing letters on covers, gold finishing, etc.	The work is performed inside. The incumbent should be considered with aids and appliances.
8	Group C	Laboratory Attender	S, ST, W, BN, L, MF, PP, SE, C, H	OA, OAL, OL, LC	Sets various instruments and apparatus in laboratory for conducting study and tests.	The work is performed mostly inside. The work place is a well lighted and comfortable. The incumbent should be considered with aids and appliances.
9	Group C	Bus Conductor	S, ST, W, SE, RW, H, C	OA, OL	Bus Conductor conducts bus on scheduled route, either long distance or in urban area, picking up and dropping passengers at recognised stops and collects fares. Checks interior equipment of bus, seats, board, first-aid box, etc. Examines and tallies way bills with ticket packets before commencing run. Adjusts destination board of bus before commencement of each trip. Regulates boarding of bus and assists passengers in handling luggage. Answers queries of passengers regarding timing, route and fares. Collects fares and issues tickets to passengers and checks ticketless and over travelling. Verifies entries made by Starter on ticket memo and mileage card at end of each trip and renders account of cash and unsold tickets to Cashier or employer. May note names and addresses of witnesses and passengers, etc. and submit report to employer or Senior officer as required.	The work is mostly performed outside. The worker usually works alone. Mobility and bilateral hand activities of the person should be adequate. The incumbent should be considered with aids and appliances.
10	Group C	Marker	ST, W, BN, PP, MF, SE, RW, H, C	OL, HH	Marker, Log measures and determines volume of timber in each log. Measures girth, diameter and length of log using tape to determine volume of log. Marks colored chalk or paint .length and diameter on log ends with ink.	The work is performed outside. Mobility of the person should be adequate. The incumbent should be considered with aids and appliances.

11	Group C	Skilled Workman	S, ST, W, BN, L, MF, PP, SE, C, H	OL, LC	Assist the Workshop Instructor, maintenance of machines, tools etc and guide the students in the performance of practical tasks and in their projects.	Work is performed inside. Mobility of the person should be adequate. The person should be able to perform assigned task efficiently.
12	Group C	Junior Mechanic	S, ST, W, BN, MF, SE, H	HH	Erecting and servicing of lab equipments, electrical maintenance related to lab	Indoor
13	Group C	Mechanic	S, ST, W, BN, MF, SE, H	HH	Erecting and servicing of lab equipments, electrical maintenance related to lab.	Indoor
14	Group C	Sergeant	S, ST, W, BN, RW, SE, C, H, PP	OA, OAL, OL	Supervising of all MTS(General), MTS(House Keeping), MTS(Security), gardens etc. Maintenance of premises building, etc.	Indoor
15	Group C	Bus Attender /Cleaner	S, ST, W, BN, CRL, CL, JU, L, KC, MF, PP, SE, C, H	OA, LC	Maintenance of bus, tools and equipments and assisting the bus driver in all aspects	Work is performed inside and outside. The person should have functional communication skills with aids & devices. The incumbent should be able to perform assigned task efficiently
16	Group C	Games Attender	S, ST, W, BN, CRL, CL, JU, L, KC, MF, PP, SE, C, H	OA	Assisting the Physical Director in all sports activities, maintenance of sports equipments and giving practice to the students in the sports competitions.	Work is performed inside and outside. The person should have functional communication skills with aids & devices. The incumbent should be able to perform assigned task efficiently.
<b>VI. INFORMATION AND PUBLICITY</b>						
1	Group C	Public Relation Assistant	S, ST, W, RW, SE, C & H	OA, OL, B, LV	They maintain liaison between organizations employing them and general public and promoting goodwill and better understanding. Distribute publicity material and arrange press releases to popularize organization's activities. Study news papers journals etc carefully and note trend of public opinion and criticism of policies. Meet press and public representatives, explain special features of organizations employing them. Distribute publicity materials arrange films shows, to cultivate appreciation of the organization's activities. Participate in exhibitions and display poster, charts,	Indoor & Outdoor

					<p>publicity materials, write special features articles, reports or pamphlets. May prepare other audiovisual aids. May edit journals or periodicals for publishing activities of establishment or organizations May maintain information centre and organize community relations activities.</p>	
2	Group C	Sub-Editor	S, ST, W, RW, SE, C & H	OA, OL, B, LV, HH	<p>They edit or direct editing of new items journals, newspaper, books and leading articles on contemporary events. Plan layouts of publications assign and coordinate work of section different and staff such as Reporter, Photographer etc. Examine written material scrutinize and edit reports of meetings, important events etc. received from correspondents for publications. Write leading articles on important subjects or events in accordance with prescribed policy.</p>	Indoor & Outdoor
3	Group C	Reporter	S, ST, W, RW, MF, SE, C&H	OA, OL, BL, OAL, B, LV	<p>Reporter records in shorthand verbatim reports of meetings, conferences etc. And transcribes them into longhand using typewriter. Attends conferences, meetings or lectures or other proceedings and makes verbatim record in rapid shorthand. Transcribes shorthand notes into longhand by using typewriter. Checks transcribed matter with notes for accuracy and passes them to superiors. May attend law courts, legislative assemblies etc. To cover proceedings.</p>	Indoor & Outdoor
4	Group C	Field Publicity Assistant Grade-I	S, ST, W, BN, L, RW, MF, PP, SE, C & H	OA, OL, HH	<p>Prepares publicity materials for government, business or other institutions and conducts visits in information centre to popularize their products or achievements. Scrutinizes newspapers and magazines and collects news and views relating to his employer's institution. Prepares press releases,</p>	Indoor & Outdoor

					feature articles, pamphlets, folders, leaflets etc. for distribution to press and public. Sends prepared materials to Publicity Officer for approval. Arranges display of publicity posters or erection of hoardings at important public places. Receives visitors at information centre or exhibition and explains to them charts, models and other exhibits displayed. May attend to clerical work.	
5	Group C	Field Publicity Assistant Grade-II	S, ST, W, BN, L, RW, MF, PP, SE, C & H	OA, OL, HH	Indoor & Outdoor	Indoor & Outdoor
6	Group C	Radio and T.V Mechanic	S, ST, W, BN, L, RW, MF, PP, SE, C & H	OA, OL, BL, B, LV	Indoor & Outdoor	Indoor & Outdoor
7	Group C	Receptionist	S, ST, W, SE, RW, H & C	OL, BL, LV	Indoor	Indoor

					arrival and expected departure. Gets statutory form filled up by foreign visitors coming to stay. Guides customers to allotted rooms, maintains hotel 'Board' up-to-date showing name of occupants, etc. Maintains Hotel record up-to-date showing total number of rooms already occupied, rooms booked or reserved to show correct position of accommodation. Gives information to House Keepers, dining section and kitchen departments regarding arrival of new-comers and their requirements. Supplies details of services rendered to customers to concerned officer for preparing bills for presentation to customers. Presents bills to customers and realises amount from them prior to their departure.		
8	Group C	Housekeeper	S, ST, W, BN, L, RW, SE, C & H	OL, LV, HH	Lifting, moving transferring and carrying the things, articles etc from one section to another.	Indoor	
9	Group C	Guest Attendant	S, ST, W, BN, L, RW, SE, C & H	OL, HH	Lifting, moving transferring and carrying the things, articles etc from one section to another.	Indoor	
10	Group C	Attendant			Assisting in all manual duties and works assigned by the superiors.	Indoor	
<b>VII. LABOUR DEPARTMENT</b>							
1	Group B Non-Gazette	Group Instructor (Computer)	S, ST, BN, MF, RW, SE, H, C	OA, OL, BL, B, LVHH	They identify training needs, plan, formulate and execute institutional and or on the jobs in service training programmes within the frame work of policies of the organisations/Deptts. aimed at improving personnel efficiency and out-put Advise and assist in development of syllabi programmes, training materials aids Study polices, procedures, instruments and other related documents Prepare notes, comments, concerning field problems to modify/draft Operational instructions. Suggest	The work is performed mostly of inside except for practical training in organisations like Indian Air lines Air India. The work place inside is well lighted. The work in general organisations does not involve any hazards. Incumbent of OH category need to be considered with aids & appliances. The incumbents of considered with appropriate software and other appliances support.	

					<p>suitable speaker/trainers for specific area of training, advise on appropriate training activity, assist evaluation of trainees and also training programme. May correspond with concerned agencies offices, organisations, May maintain related statistics, conduct written practical tests and prepare reports thereon.</p>	
2	Group B Non- Gazette	Assistant Inspector of factories	S, ST, BN, RW, SE, C	OA, OL	<p>To assist the seniors to supervise operations of chemical plants and equipments for dissolving filtration evaporation, dehydration, reduction, concentration combination, crystallization and all other unit operation for manufactures of heavy chemicals fine chemicals etc. according to specifications. Study existing process or equipment used, their efficiency and production level combination, crystallization and all other unit operation for manufactures Conduct research into principles of chemistry, physics, thermodynamics etc. to develop new process and to improve design of equipment for increasing efficiency of production. Supervise installation of equipment for production on commercial scale. Study chemical characteristics of chemicals or chemical products such as acids, rayon's, dyes developed in laboratories and devices processed and equipment for their manufactures Design construct and study operations of pilot plant to test efficiency of process before construction of full size equipment. Plan lay out of plant to obtain maximum operating efficiency and supervise installation of equipment. Supervise and coordinate activities of workers to ensure efficient treatment of raw materials by chemicals, mechanical and other means.</p>	<p>The work is performed mostly inside Work place is mostly hot, humid, and noisy, Planning jobs are not hazardous. The worker works in a group on operation jobs and alone on jobs planning. Persons with OH to be considered with use of aids &amp; appliances.</p>

3	Group B Non- Gazette	Vocational Instructor	S, ST, W, BN, L, SE, RW, H, C	OL, BL, LV HH	Gives instructions to students in schools and training institutions in manual crafts such as carpentry, tailoring, weaving, book binding, blacksmith etc. Imparts theoretical instructions in use of tools, mechanical drawings, blueprint reading and related subjects; gives demonstrations of process and operation in workshop; supervises and guides students in their practical work. Looks after stores, equipment and tools	The work is mostly performed inside in well lighted rooms. The worker usually teaches. The incumbent should be considered with aids and appliances.
4	Group B	Assistant Inspector of Labour	SE, S	OA, OL, OAL LV	They execute policy regarding working conditions, welfare, etc. of workers in industrial undertakings, maintain liaison between management and labour and promote harmonious relations between them. Bring grievances of workers to notice of management.	The work is performed mainly inside. The worker usually works in a group. The job is not hazardous.
5	Group B	Computer Assistant	S, SN, SE, RW, MF, ST, W	OA, OL, OAL, BL, HH	Look after all the training activities, data entry & upkeep of equipments	Work is PC based, performed inside the office. Should have functional communication skill with assistive listening devices.
6	Group C	Workshop Attendant Store Attendant Workshop Attender	S, ST, MF, SE, BN, KC, H, C	OL, HH	They plan, design and supervise installation, operation, production and maintenance of machines and equipment. Prepare drawings with specification showing details of construction and direct installation of machinery and equipment. Study performance of existing machinery and suggest improvements to obtain optimum efficiency. Supervise technical side of production. Inspect work in workshop at different stages of production to ensure correct standards. Conduct methods studies and time and motion studies and determine efficient and economic way of production. Direct repairs and maintenance of workshop tools equipment and accessories to ensure efficient operation. Ensure safety measures and observance of factory laws and statutory provisions.	The incumbents should be considered with aids & appliances. Should have functional communication skills

7	Group C	Women Labour Welfare Officer	S, ST, W, RW, SE, HC	OA, OL, BL, B, LV	Examine indents and direct checking of outgoing and incoming stores according to specifications. They execute policy regarding working conditions, welfare, etc. of workers in industrial undertakings, maintain liaison between management and labour and promote harmonious relations between them. Bring grievances of workers to notice of management. Interpret labour laws to workers and advise management on various statutory obligations. Promote harmonious relations between management and workers to ensure efficiency in production and encourage formation of co-operative stores and other welfare activities such as recreational facilities, sanitation, education of children, etc. Help in formulating employment and recruitment policies in joint consultation with management and workers' representatives. Use their good offices to bring about settlement by conciliation in event of dispute between workers and management. May assist employees in their personal problems.	The work is performed mainly inside. The worker usually works in a group, the job is not hazardous. The incumbents should be considered software, aids & appliances and devices support.
8	Group C	Handicraft Teacher	S, ST, W, BN, L, SE, RW, H, C	OL, BL, LV, HH	Gives instructions to students in schools and training institutions in manual crafts such as carpentry, tailoring, weaving, book binding, blacksmith etc. Imparts theoretical instructions in use of tools, mechanical drawings, blueprint reading and related subjects; gives demonstrations of process and operation in workshop; supervises and guides students in their practical work. Looks after stores, equipment and tools.	The work is mostly performed inside in well lighted rooms. The worker usually teaches. The incumbent should be considered with aids and appliances.
9	Group C	Sewing Mistress	S, ST, W, MF, SE	OL, BL, HH	Gives instructions to students in training institutions in tailoring such as general makes ladies and gents' garments and children's clothes by stitching various components together according to pattern, by hand or sewing machine.	The work is performed mainly inside. Mobility of the person should be adequate. The person should be able to accomplish the assigned task efficiently. The incumbent should be considered with aids and appliances.

10	Group C	Lady Teacher/Balasevika	S, ST, W, L, SE, RW, H, C	OA, OL, OAL, BL, B, LV	Measures customers for size with inch-tape and record measurements for making garments.  Teacher, Infant School teaches children of nursery and kindergarten classes. Teaches through Montessori, happy education or other system of child education, reading and writing of alphabets, numerals and simple sentences, simple additions and subtractions, familiarizes them with names, colours, shapes, sounds, etc., of objects, flowers, birds and animals. Directs recreational activities and generally guides development of physical and mental activities of children. May look after and store teaching equipment, receive fees and maintain accounts, arrange for children's mid-day meals and attend to other extracurricular or special activities such as sports, dramatics, picnics and excursions, music, hand work, etc	The work is mostly performed inside in well lighted rooms. The worker either works alone teaches class/group of students. Mobility and bilateral hand activities of the person should be adequate. Some of the posts may need vision and colour identification. The incumbent should be considered with aids and appliances.
11	Group C	Laboratory Assistant Grade-I / Grade-III	S, ST, W, BN, MF, SE, RW, H, C	OA, OL, BL, HH	Laboratory Assistant, Chemical Engineering, General conducts chemical and physical laboratory tests and makes qualitative and quantitative analysis of material for purposes such as development of new products, materials, and processing methods and for maintenance of health and safety standards, working under Biochemists; Chemists, Analytical; Chemists, Inorganic; Chemists, Organic; or Chemists, Physical. Sets up laboratory equipment and instruments, such as ovens, leaching drums, gas cylinders, kilns vacuum chambers autoclaves, pyrometers and gas analyzer. Analyses products, such as drugs, plastics, dyes and paints to determine strength, purity and other characteristics of chemical contents.	The work is performed inside as well as outside planning jobs is not hazardous. The worker works in a group on operation jobs and alone on jobs planning. Some jobs can be hazardous. The mobility and both hand activities should be adequate. Incumbent should be considered with aids & appliances wherever necessary

					Tests ores, minerals, gases and other materials for presence and percentage of elements and substance, such as Carbon, Tungsten, nitrogen, iron, gold or nickel.		The work is mainly performed outside. The incumbent should be considered with aids and appliances.
12	Group C	Assistant Carpenter	S, ST, BN, KC, MF, SE	OL, HH	Makes, assembles, alters and repairs wooden structures and articles according to sample or drawing using hand or power tools or both. Studies drawing on sample to understand type of structure or article to be made and calculates quantity of timber required.		
13	Group C	Laboratory Attendant	S, ST, W, MF, SE, RW, H	OL, LV, HH	Sets various instruments and apparatus in laboratory for conducting study and tests. The work is performed mostly inside		The work is performed mostly inside The work place is a well lighted and comfortable. The incumbent should be considered with aids and appliances.
14	Group C	Nursing Orderly	S, ST, W, MF, SE, RW, H	OA, OL, B, LV, HH	Takes care of hostel, offices, institute, public and other buildings and maintains them in orderly and clean condition attends to enquires and complaints of and provides services such as arrangement for additional lighting, heating or ventilating equipment and sanitary services and takes safety measures against fires. Keeps record of labour and material costs for maintenance of building		The work is performed inside as well as outside. Mobility of the person should be adequate. The incumbent should be considered with aids and appliances.
<b>VIII. LEGISLATIVE ASSEMBLY</b>							
1	Group B	Tamil Reporter	S, ST, W, L, MF, SE, RW, H, C	OL	Among the 6 posts of the Tamil Reporter Senior most will be absorbed as Editor of Debates. He / She will be solely responsible for the debates taking place in the Floor of the Assembly during the session time. He /She is the Head of office and will co-ordinate with all staff i.e. Reporters, Establishment and Accounts section. Examine written material, scrutinize and edit reports of meetings, important events etc., for publication, Will be in charge of functioning of all Legislature Committees. The remaining persons will function as Reporters.		Indoor/outdoor work

				Reporters will be in charge of recording in shorthand verbatim reports of meetings, conference etc and transcribe them into longhand using typewriter / computers. Support Editor of Debates in conducting Committees.	
2	Group B	English Reporter	S, ST, W, L, MF, SE, RW, H, C	OL	English Reporter records in shorthand verbatim reports of Puducherry Legislative Assembly proceedings and transcribes them into longhand using typewriter/computer. He/she also has to attend the Meetings of various Committees and make verbatim records in rapid shorthand. He/she attends all works relating to the Committee on Public Accounts
<b>X. PLANING AND RESEARCH DEPARTMENT</b>					
1	Group A	Joint Director	S, ST, W, RW, MF, SE, C	OAL OL, BL, OA, B, LV, HH	Duties assigned by the Director, assisting the director They serve in various capacities in the Government .They assist in and/or execute various plans, policies of the Govt. In general and their Deptt. In particular . May supervise actual execution of different plans, schemes etc. by the various units of the office and coordinate their work. May provide the necessary in-puts for the efficient running and expansion of the Deptt. May lay down policy and prepare plan schemes including cost analysis for expansion and/or continuation of the Deptt. or particular units of the Deptt. May do analysis and prepare annual, quarterly reports on the functioning and efficiency of the Deptt. for the information of public press and the parliament . They also answer queries from the public press and the Parliament. May prepare advertisement material for notifying vacancies etc. in the press .May arrange
					The work is performed mainly inside. Occasional touring is required. Working condition are usually calm and quiet.

				and/or attend departmental, inter-departmental meetings. Guidance on purchase and control rules, Purchase and supply of equipments machineries and provision, stationery etc, Award contracts Insurance, Dealing with agents, Uses computers, works in office.			Much of the work is done outside Work place is at times noisy and vibrating. Work usually is done in group . The job is hazardous. However planning work is done inside in normal surroundings. Mobility should not be restricted with the use of appliances. Both hands should be free to work.
2	Group B	Deputy Director	S, ST, W, RW, B, N, MF, SE, C, KC	OA		They develop and modify designs of aircraft and missile systems and maintain their airworthiness. Analyze comprehensive or incomplete engineering sketches, drawings and notes to evaluate manufacturing and functional practicability of proposed design. Draw preliminary sketches and apply mathematical formulae, physical laws and fundamental aerodynamics theory to develop detail drawings and specifications of structures or systems such as rib assemblies Struts. Landing gear, weight strength etc. Design components to be cast or machined from metal stock. Select standard components such as gears, motors relays etc. for in-corporations in design and draft compete layout drawings. Compile stress analysis data resulting from testing of experimental component and prepare reports , charts and graphs for use by engineering personnel in making design decisions. Inspect various units and components of aircraft such as engine, airframe landing gears, electrical system, various instruments generator, starters autopilot mechanism etc. before and after flight according to chart and get necessary repair replacement and adjustments done by respective aircraft mechanics. Issue daily certificate of safety for flight after checking and ensuring airworthiness and signal pilot for taking off . May conduct air crash enquiries to find out cause of crash & suggest remedial measures	
3	Group B	Planning Assistant	S, ST, W, RW, B, N, MF, SE, C, KC	OA			

4	Group C	Investigator	S, ST, W, RW, SE, C	OA, OL, B, LV, HH	They develop and apply most effective methods for collecting, tabulating & interpreting data in any one of wide variety of fields. Determine character and volume of information necessary for solution of any problem and obtain or devise method for collecting necessary information. Determine most effective techniques for the production of data required according to nature of available information and type of problem under study. Interpret and present data in required form. May write reports analyzing and evaluating conclusion on basis of variables conditions affecting interpretation of validity. May advise and consult private industrial concerns or Government agencies on matters such as operating efficiency, marketing methods and fiscal problems. Research work and maintenance of the equipment, controlling of the operators, New designs and development.	The work is performed both inside and outside. The work in the field is usually done in group. Most of the other work is done alone. Work place is usually well lighted and comfortable. No hazards are involved. The incumbent of VH category should be considered with appropriate software and other devices support.
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**XI. PORT DEPARTMENT**

1	Group C	Wharf Supervisor	S, ST, W, BN, CL, JU, RW, MF, SE, C	OH, LC	To look after the matters related to record keeping of cargo movement, vessel movement, weightment of cargo records and other allied port activities.	They have to be on field to record cargo movement, vessel movement and weightment and other allied port activities.
2	Group C	Light Keeper			The light keeper duties and responsibilities are consist of vigil, watch, ward duty of light house , navigational equipments to provide respective signals authorized by the Director General of Lighthouse and Lightships, karaikal.	They have to monitor light house equipments fitted for navigational the height of 45 feet light house building.
3	Group D	Assistant Light Keeper			Assist the light keeper in discharging duties prescribed for light keeper for the smooth functioning of light house and allied equipments.	They have to monitor light house equipments fitted for navigational at the height of 45 feet light house building.
4	Group D	Gate Sergeant	S, ST, W, BN, CL, JU, RW, MF, SE, C	OH, LC	The responsibility involves routine patrolling the port area with vigil watch and ward activities.	They have to attend routine watch and ward duty in the port area.

					In charge for all the routine activities posting and supervision of Gurkha Watchman.	They have to attend routine watch and ward duty in the port area.
5	Group D	Gurkha Watchman			The Gurkha Watchman is entrusted to take guard of port entrance, patrol vast port area by round the clock shift wise work performance. To attend all the routine instructions given by the gate sergeant.	
<b>XII. RURAL DEVELOPMENT DEPARTMENT</b>						
1	Group C	Caner	S, ST, W, BN, H	B, OL, BL, LV, HH	Caning of chairs	serving as Caner
<b>XIII. TOURISM DEPARTMENT</b>						
1	Group B	Assistant Director	S, ST, W, RW, SE, H, C	OA, OL, B, LV	<p>Overall supervision in the maintenance of Govt. Guest Houses/ Govt. Tourist Homes functioning under the control of Tourism Department. To contribute to the implementation of various Centrally Sponsored/ State Tourism Projects in the U.T of Pondicherry. To assist in the conduct of tourism fair, Festival, Plan Exhibition, World Tourism Day etc., To assist in the preparation and sending of new proposals to Govt. of India for the Tourism Development in the U.T. of Pondicherry. Production of Tourism information and publicity materials such as Tourist Guide book, Folders, Hoardings, View - cards, release of advertisement etc.,</p> <p>To provide accommodation and take care of the VVIPs/VIPs, Ministers and other dignitaries during their stay at Govt. Guest House/ Govt. Tourist Homes. To correspond with the local tourists as well as the tourists visiting from outside the Territory regarding reservation of</p>	<p>The work is performed both inside and outside. The work place inside is well lighted and comfortable. The workers usually work in a group. No hazards are involved. The incumbents should be considered with adequate software and/or appropriate aids and appliances support.</p>

				accommodation in the Govt. Guest Houses/ Govt. Tourist Homes. To guide the tourists in all respect to select their visiting points of Tourism importance. To assist the Director of Tourism at all levels in strengthening the department. Will also hold charge of the post of Director of Tourism while proceeding on leave.	
2	Group C	Manager (Tourism)	S, ST, W, MF, RW, SE, C	OA, OL, OAL, B, LV, HH	<p>To assist in bringing up new initiatives for development of Tourism in UT of Pondicherry. Coordinate with the higher officials in conduct of tourism fair's and festivals. To assist in the preparation and sending of new proposals to Govt. of India for the Tourism Development in the U.T. of Pondicherry. To provide accommodation and take care of the VVIPs/VIPs, Ministers and other dignitaries during their stay at Govt. Guest House/ Govt. Tourist Homes.</p> <p>To supervise the support staff, such as housekeepers and Room Attendants and direct their daily duties. Responsible for keeping track of lodging inventory and cleanliness at Govt. Guest House/ Govt. Tourist Homes. Maintaining records of incoming and outgoing guests. Double-check guest house maintenance work, and attend to guests' personal requests.</p>
3	Group C	Tourism Assistant	S, ST, W, PP, MF, SE, H, C	OA, OL, LV, HH	<p>Work is performed outside. The worker either works alone or in groups. Should have functional communication skills with aids and devices. The incumbent should be considered with aids and appliances.</p>

				<p>To see that the electrical and electronic items such as Television sets, Air-Conditioners etc., fitted in the rooms are functioning properly. To maintain accounts on the collection and remittance of room rent, telephone call charges etc., To see that the rooms are cleaned every day and linens are changed then and there. To assist in the preparation of publicity materials on "Pondicherry Tourism". To correspond with the tourists all over India who would like to visit the UT of Pondicherry and to furnish in formations on transport facilities, accommodation, seasons, railway and bus timing etc., To guide the tourists to select their points of visit in and around the town.</p>	
4	Group C	House Keeper	S, ST, BN, W, SE, H, RW, C	OA, OL, HH	<p>The work is mostly performed inside. Appropriate computer software and aids and appliances to be used as per needs. Mobility and bilateral hand activities should be adequate. Should have functional communication skills with aids and devices. The incumbent should be able to accomplish assigned task efficiently with aids and appliances.</p>
5	Group C	Room Attendant	S, BN, SE, RW, C, MF, ST, W, L	OL, HH	<p>Work is mostly performed inside. Should have functional communication skills with aids and devices</p>

						vacating the room and inform the supervisors for the damage cause to the articles inside the rooms. To attend the duties of Security/ House Keeper in their absence.	
XIV. TRANSPORT DEPARTMENT							
1	Group A	Executive Engineer	S, ST, W, MF, H, RW, SE, C	OA, OL, HH		(i) Administrate the Govt. Automobile Workshop, Puducherry/Karaikal. (ii) Approved the estimates prepared and make arrangements for supply of necessary spares towards repairs works to be carried out to the Government owned vehicles and check repaired vehicle for efficiency and roadworthiness. (iii) Issue NOC/RRC for the estimates on repair works to be carried out to the Govt. vehicles in open registered workshops.	(i) The work is mostly performed both in indoor with well lighted rooms and outdoor. (ii) The work is done alone and does not involve any hazards. (iii) The incumbent should be considered with appropriate support.
2	Group B	Regional transport Officer				(i) Approve the registration of motor vehicles running on road. (ii) Approve the permit of the transportation vehicles in the region. (iii) Approve the hiring /fare fixed for public utility on the motor vehicles. (iv) Implementation of Motor Vehicles Act in the UT of Puducherry. (v) Authorised Official for inspection of all the motor vehicles for registration, permit, road worthy etc.,	(i) The work is performed both in indoor and outdoor. (ii) The work is done alone and in group. (iii) The work involves hazards. (iv) The incumbent should be considered with appropriate support and with suitable aids and appliances. (v) Mobility of the person should be adequate.
3	Group C	Bill Collector	Collection of Cash in the cash counters and maintenance of accounts thereof			Collection of Cash in the cash counters and maintenance of accounts thereof	
4	Group C	Assistant Carpenter	Attend all types of carpentry works/repairs. Keep tools a materials in working condition. Carry out repairs of wood work			Attend all types of carpentry works/repairs. Keep tools a materials in working condition. Carry out repairs of wood work	

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